



This document will explain: How to setup and use a stock record to calculate credit card charges on a job.

## Add a Stock GL Group

- Go to Tools > Setups > Accounting > Stock GL Groups > Add
  - Type = Non Depleting, Journal
  - Name = Credit Card Fee
  - GL Account = It could be:
    - o Income eg 4-7500 Credit Card Charge,
    - COGS eg 5-5100 Vendor Credit Charges or
    - Expense eg 6-1240 Credit Card Fees

Stock Type:	Non Deplet	ing, Journal		
Stock GL Group:	Credit Card	Fee		
Purchase GL Acc:				Asset - Normally 1xxxx Account
COGS GL Acc:	61240	Credit Card Fees		Cost Of Sales - Normally 5xxxx Account
Income GL Acc:	61240	Credit Card Fees		Income - Normally 4xxxx Account
				(or 2xxxx for Liability)

NOTE: Perhaps check with your accountant as you may need to add a new GL account.

## Add a Stock Record

- Code = CARD.FEE
- Type = Journal
- GL Group = Credit Card Fee
- Enter Description of your choice
- Tick I 'Sell in' and Tax = G

Editing Stock - CARD.FEE										
Stock Details Descriptions Managed Services										
Stock										
Code CARD.FEE Type Journal	<ul> <li>GL Group Credit Card Fee</li> </ul>	Active 🗹								
Desc Credit Card surcharge of 3% on Total invoice price	Desc Credit Card surcharge of 3% on Total invoice price.									
Measure		This stock I								
Unit Quantity Unit Description	Barcode	Unit Tax								
1 UNIT * = 1.0000	1003437000000	🗌 Buy in UNIT 🔻 G 🔻 10 % 🗌 Manufacture								
2 - =		V Selin LNTT								
3 - =		Service State - 10 % Service								

- On the Pricing Tab:
  - Add a price level
  - Select Price Calc Method = Fixed Price
  - Price Inc = 0.0309

-	Price Level	Price Calc Method	Base PL	Tax	Pont %	Price Ex.	Price Inc.
•	4-Retail	Fixed Price		G	0	0.0281	0.0309
-							

NOTE 1: This setup is for 3% of the Total Invoice Price inc GST. You will have to calculate the value for other % rates. NOTE 2: There is a slight rounding issue that may become apparent on large invoices – there is no way around this except to override the Price Ex or Price Inc as appropriate.







- On the Details tab, change the Decimal places to:
  - Qty = 2
  - Sell price = 4

## Add a Job and complete the Sale

Check the Total sale value

L																	
+		Status	Stock Code	Description			Unit		Order	Supply	B. Ord	Price Ex.	Price Inc.	Tax	Hide	Total	
	1	•	<ul> <li>WIDGET.2</li> </ul>		Widget 2			UNIT	•	1	1	0	20.00	22.00	G		22.00
1	2	•	<ul> <li>CARD.FEE</li> </ul>		Credit Card surcharg	ge of 3% on	Total invoice price.	UNIT	•	0	3	0.0	0.0281	0.0309	G		0.0000
	Create Quote Create Similar Save Save & Close Save Save & Close									ubTotals ax \$	-		20.0000				
Jo	lob Cost Labour Stats Linked Jobs/Quotes Invoice Details Schedule Total \$ (AUD) 22.0										22.0000						

• Add the Stock CARD.FEE then change the Order Qty to equal the original job Total

+	Status	Stock Code	Description	Unit		Order	Supply	B. Ord	Price Ex.	Price Inc.	Tax	Hide	Total
1		WIDGET.2	Widget 2	UNIT	٠	1	1	0	20.00	22.00	G		22.00
12	-	CARD.FEE	Credit Card surcharge of 3% on Total invoice price.	UNIT	•	22	22	0.0	0.0281	0.0309	G		0.6798
Q	Create Similar Create Similar Cancel Save Save & Close SubTotal \$ 20								20.6180				
Job	ob Cost Labour Stats Linked Jobs/Quotes Invoice Details Schedule Total \$ (AUD) 22.6									22.6798			

- In this example, the Total Sale before adding the CARD.FEE was \$22.00 therefore 62 cents plus GST is added to the Total after adding an Order Qty of 22.00
- Invoice the job
- You can see that 0.62 cents net ex GST has gone to the appropriate Card Fee account and 0.06 cents has been added to the GST Collected account.

¥	V Tran#: 1672, IIV, Date: 29/10/2014 04:53:06 PM (4), Invoice# 1085, TCGP (Job# 383)											
	1085	1-1200		Trade Debtors	22.68	0.00	AUD					
	1085	2-1310		GST Collected	0.00	2.06	G					
	1085	4-1020	SYD	Income - Sales - Consumable	0.00	20.00	G					
	1085	6-1240	SYD	Credit Card Fees	0.00	0.62	G					
					22.68	22.68						

For further assistance or information please call Happen support on 02 9570 4696 or email support@happen.biz

